Marija JANKOVIC DEVENON

**English/French to Serbian technical and legal translator and interpreter**

**specializing in international business development**

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**LANGUAGES**

**Native**: Serbo-Croatian (Serbian-Croatian-Bosnian-Montenegrin)

**Working languages**:

**English** to Serbo-Croatian (Serbian-Croatian-Bosnian-Montenegrin)

**French** to Serbo-Croatian (Serbian-Croatian-Bosnian-Montenegrin)

**Daily output** of 3.000-5.000 words or 6 hours; Word-Excel-PowerPoint-OmegaT,Matecat Wordfast

**FIELDS OF EXPERTISE**

- **Business and marketing translations**: **contracts and agreements**, periodical **business/financial reports,** calls for tenders/bids, code of ethics, employee training manuals and materials, and other business materials, market researches, brochures, flyers, surveys, web copies

-**Localization and cultural adaptation**

-**Personal and professional development, psychology**: press and blog articles related to personal and professional development, chapters of books

-**Academic and research papers**: mainly in the field of humanistic sciences and arts

-**Personal documents**:CVs, cover letters, school transcripts, training certificates, private correspondence

**MAIN TRANSLATION PROJECTS**

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| CLIENT | TYPE OF PROJECTS |
| **NB School**, Belgrade, Serbia (TA)\* | **EU Policies and Regulations** related to the ecology, environment protection and sustainable development,business letters and correspondence, press releases, code of ethics, **proofreading and editing**, **localization** |
| **Alkemist**, Šentvid pri Stični, Slovenia (TA) | Bid documents, legal business documents, certificate of accuracy, letters of credit |
| **Alkemist**, Belgrade, Serbia (TA) | Marketing brochures and flyers, company presentation |
| **Eurotranslate**, Belgrade, Serbia (TA) | Business and legal documents, **proofreading and editing** |
| **Almas**, Belgrade, Serbia (TA) | Business and marketing documents, CVs, transcript of diplomas, human sciences, **localization, website localization** |
| **Direct from**, Rochester Kent, United Kingdom (TA) | Business letters and documents |
| **UEB-Kilinc,** Bremen, Germany (TA) | Technical: user manuals |
| **Skrivanek**, Sofia, Bulgaria (TA) | Business, legal and marketing documents, contracts, agreements, company constitution articles |
| **Linguo 24**, Edinbourgh, United Kingdom (TA) | Business and financial reports, bid documents |
| **Amblard traduction**, France (TA) | Marketing presentation |
| **Agatrad SA**, Genève, Suisse (TA) | Legal documents |
| **Clinic for Child Neurology and Psychiatry**, Belgrade, Serbia | **Press articles from various medical journals,** reviews and other medical publications, publications related to the general **psychology** and **clinical psychology**, patient’s documents, business correspondence |
| **University of Belgrade**, Serbia | **Agreements, contracts and memorandums of international cooperation**, localization of the website of the University of Belgrade in English (pool of translators) |
| **French Society for trade with Serbia**, Belgrade, Serbia | Statut of the company, Business and legal documents, commercial invoices, business and legal correspondence |
| **Mil group**, Belgrade, Serbia | Technical: medical equipment user manuals |
| **ADEF**, Belgrade, Serbia | Statute of association |

\*TA stands for Translation agency

**MAIN INTERPRETING PROJECTS**

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| CLIENT | TYPE OF PROJECT |
| **ISM Interpretariat,** France | **Community interpreter for Serbian-Bosnian-Croatian** |
| **Ordre de Malte,** France | **Over-phone interpreting**, volunteer work |
| **2009 Summer Universiade** Belgrade, Serbia | **Consecutive interpreting,** volunteer work |
| **Eurosong 2008**, Belgrade, Serbia | **Consecutive interpreting,** volunteer work |
| **European Youth Olympic Festival-EYOF**,2007, Belgrade, Serbia | **Consecutive interpreting**, volunteer work |
| **University of Belgrade**, Serbia | While working at the University of Belgrade I took part as **interpreter** in the following events organized by the University of Belgrade: Scholarship fair, French week in Belgrade, Tempus conference … |
| **French Society for trade with Serbia**, Belgrade, Serbia | The owner of the Society was a Frenchmen and my daily duties as junior assistant were **consecutive interpreting** on the meetings and **over-phone interpreting** when necessary |

**OTHER PROJECTS**

-**Transcription and translation** into French of a documentary on the life of one Bosnian Roma refugee family in France (the most significant transcription project)

Some samples of my work can be seen at the following sites: [www.bg.ac.rs](http://www.bg.ac.rs) (member of the pool of translators for the English version), [www.paideia.rs](http://www.paideia.rs) (translation of the books’ catalogue in French and English), [www.eukanuba.rs](http://www.eukanuba.rs) (localization of the site in Serbian), <http://pansionroyal.blogspot.com/> (localization of the Bewital catalogue in Serbian).

RELATED PROFESSIONAL EXPERIENCE

* 2000 and on: **freelance linguistic services provider**
* November 2007-September 2008: School of music, Belgrade

**French language teacher**

* November 2005-November 2006: University of Belgrade, International Relations Office

**Office assistant in charge of the university cooperation with francophone countries**

* November 2003-August 2005: Vocational Economics High School, Belgrade

**French language teacher**

* February-October 2001: French Society for trade with Serbia, Belgrade

**Business assistant and office translator**

MEMBERSHIP

Proud member of the Association of Professional translators and interpreters of Serbia

**HIGHLIGHTS**

-**B.A. in French and English; Master of Business Administration-MBA**

-**Certified professional translator and interpreter** : Association of professional translators and interpreters of Serbia

-**Certified professional interpreter** : Multilingua-School of Interperting

-**16 years of professional experience in the industry**

- **Daily output**: 3.000-5.000 words

-COMPUTER SKILLS: Proficient user of Windows 95-XP; MS Office (Word-Excel-PowerPoint-WinZip-Adobe Acrobate); CAT Tools: OmegaT, Matecat, Wordfast, SystranT; Audacity; advanced internet research skills

-RESOURCES: Personal library which includes great number of monolingual and bilingual dictionaries and reference books. Excellent knowledge of resources available on Internet and other electronic media

-Excellent **business and time management** skills